

## RIGHTS & RESPONSIBILITIES

# WorkFirst NJ

### WHAT ARE MY RIGHTS UNDER WORK FIRST NJ (WFNJ)?

As a WFNJ applicant or client, you have a right to:

- Apply for WFNJ assistance and receive information about your eligibility, your rights and your obligations under the program.
- Receive immediate benefits after you apply, if you qualify.
- Get emergency assistance benefits, if you're eligible.



- Receive support services such as health care, child care, transportation, treatment for drug or alcohol abuse problems, and an allowance for work expenses, if you're eligible.
- Get a deferral or exemption from some WFNJ requirements - for example, if you are a victim of family/domestic violence, rape or incest.
- Receive up to the first \$50 of child support collected each month, after a child support order has been established.
- Examine your own case file.
- Receive written notice before your benefits are denied, reduced or stopped.
- Receive equal treatment under the law, regardless of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status. *If you believe you have been discriminated against, you should report the situation in writing immediately to:*

NJ Division of Family Development  
Bureau of Administrative Review & Appeals  
PO Box 716  
Trenton, NJ 08625-0716  
Call toll-free:  
1-800-792-9773  
and/or  
U.S. Dept. of Health and Human Services  
Director, Office of Civil Rights  
Federal Building  
26 Federal Plaza  
New York, NY 10007

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### WHAT ARE MY RESPONSIBILITIES?

To receive benefits under WFNJ, you must go to work, look for work, or take part in work-preparation activities. To help you move from welfare to work, the WFNJ program provides you and your family with supports – like child care and health care benefits – so you can stay on the job, in training or in classes.

#### *To be able to get WFNJ benefits, you must:*

- Provide information that is required to determine whether you are eligible for WFNJ assistance.
- Cooperate with child support requirements. This includes providing information to establish, change or enforce a legal child support order. If you are a victim of family/domestic violence, you should tell your case manager.
- Cooperate with WFNJ work requirements, which includes registering with your local One-Stop Career Center. If you are given an exemption or temporary deferral from WFNJ requirements – for example, as a victim of family/domestic violence – you do not have to register.
- Meet the required income level and resource levels.
- Cooperate with your welfare agency – for example, showing up on time for meetings, classes, interviews, etc. or explaining or proving why you were unable to attend.
- Notify the county or local welfare agency right away when you (or any other family member) move to a new address, get a job, get extra income, or if there is a change in your family size.



New Jersey Department of Human Services  
Jon S. Corzine, Governor  
Kevin M. Ryan, Commissioner



#### *You must also:*

- Notify the county or local welfare agency in advance if you and /or your children will be out of state for more than 30 days.
- Notify the welfare agency about any unexpected change in the amount of your cash assistance.
- Repay the welfare agency any part of cash assistance that you get while you are waiting for settlement of a claim, legal suit, inheritance, lottery winnings or other award.

*If you do not meet these responsibilities, your WFNJ cash assistance may be denied, reduced or stopped, and your case may be closed.*

#### *What will my welfare agency do for me?*

- Determine if you and your family are eligible for Work First NJ.
- Explain the program and services available to help you, as well as your rights and what you are required to do.
- Help you establish who is the father of your child and take steps to obtain child support from an absent father or mother.
- Review your case at least every six months. (If you are receiving WFNJ General Assistance benefits, case reviews may be done monthly.)
- Tell you about your right to equal treatment under the law and provide you with a copy of the Discrimination Complaint Form, if you ask for one.
- Send any information you provide to them regarding discrimination complaints immediately to the NJ Division of Family Development.